

Northeast Regional 4-H Council Bylaws

Article I Name

The Name of this organization shall be the Northeast Regional 4-H Council.

Article II Area

The area of the Northeast Regional 4-H Council shall include the 10 District Councils of Beaver, Bonnyville, Lac La Biche, Lamont, Minburn, Smoky Lake, St. Paul, Two Hills, Vermilion River, Wainwright.

Article III Objectives

1. To facilitate the planning and coordination of the 4-H activities and programs on a Regional or Inter-District basis.
2. To act as an advisory agent to the Alberta 4-H Branch for 4-H Programs, projects and policies through direct recommendations and representatives to the Alberta 4-H Council.
3. To provide for and assist in the implementation of leadership development programs for adult and junior leaders on a Regional or Inter-District basis.
4. To provide understanding and foster exchange of ideas between 4-H Members, Leaders, Clubs and District Councils.
5. To promote understanding of 4-H and its programs and objectives to the public at large through the Region.

Article IV Membership

1. The Membership of the Northeast Regional Council shall be open to all 4-H District Councils in the area defined in Article II.
2. The Regional 4-H Specialist from Alberta Agriculture, Food and Rural Development will act in a non-voting capacity to the Council.
3. Any member district must have the permission of Alberta Agriculture, Food and Rural Development, 4-H Branch to withdraw from the Regional Council.

Article V Executive Officers

1. The Executive Officers of the Northeast Regional 4-H Council shall include President, Vice-President, Secretary-Treasurer or Secretary and Treasurer and two Representatives to the Alberta 4-H Council.
2. The Executive Committee of the Northeast Regional 4-H Council shall be the board of Directors of the society.
3. All Executive Officers shall be elected for two year terms, with all elections, except emergency replacements, taking place at the Regional Council's Annual Meeting.
4. The two representatives of the Alberta 4-H Council shall be elected on alternate years and shall hold their positions for no more than three consecutive terms. A Northeast Regional 4-H Council Representative may serve a fourth term if the individual is beginning the past president position of the Alberta 4-H Council.
5. All other executive officers shall hold their positions for no more than two consecutive terms, with the President and Vice-President being elected on alternate years from the Secretary and Treasurer.

6. Any executive officer may be removed from office upon a 2/3 majority vote of all members in good standing at general, annual and special meetings of the Northeast Regional 4-H Council.
7. The Board of Directors shall, subject to the bylaws or directions given it by majority vote at any meeting, properly called and constituted, have control and management of the affairs of the Northeast Regional 4-H Council. At least two meetings of the Board of Directors shall be held yearly prior to the Northeast Regional 4-H Council meetings. A special meeting may be called on the instructions of any two members provided they request to the President in writing to call such a meeting, and state the business to be brought before the meeting. Meetings of the Board of Directors shall be called by at least 10 days notice in writing mailed to each member of District Council or by three days notice by fax or telephone.
8. An outgoing executive member must turn in the books to the new executive member before the next general meeting.
9. Presidential Duties shall include calling and chairing the meetings of the Northeast Regional 4-H Council, act as the Council's liaison with the Regional 4-H Specialist and ensure decisions of the Northeast Regional 4-H Council are in harmony with the Alberta 4-H Council and the Northeast Regional 4-H Council's bylaws. The President shall keep custody of the Seal of the Society and use as directed by the Northeast Regional 4-H Council.
10. Vice-Presidential Duties shall be to act in the position of the President in his or her absence.
11. Secretarial Duties shall include attending all general, annual, special and executive meetings and recording the business in the form of minutes. The Secretary shall notify the Member Districts and Executive Officers of meetings, and distribute the minutes of the last meeting. The Secretary handles all correspondence of the Regional Council and collects the reports presented at the meetings. The Secretary keeps all minutes and reports of the Northeast Regional Council for ten years past and archives prior records. In the absence of the secretary these duties will be discharged to an alternate officer as appointed by the Executive Officers.
12. Treasurer's Duties shall include receiving all monies paid to the Regional Council and depositing them into the Bank Account held by the Regional Council. The Treasurer shall upon direction of the Regional Council pay expenses and keep accurate financial records and prepare financial statements for the Regional Council's general, annual and special meetings. All financial records are to be kept for the Regional Council for ten years and prior records are to be archived.
13. Northeast Regional Representatives to the Alberta 4-H Council Duties shall be to represent the Northeast Regional Council at the meetings of the Alberta 4-H Council and provide information from these meetings to the Regional Council.
14. Ad Hoc Committees are special committees of an ad hoc nature and shall be given responsibility for various Northeast Regional 4-H Council programs and activities, as decided at annual, general and special meetings. (e.g. Nominating Committee shall be selected at the general November meeting.)
15. All reports presented to the Northeast Regional 4-H Council must be in written form, and handed to the Secretary.

Article VI Membership Fees

1. Membership Fees are assessed to each member 4-H District Council. Fees for the following year will set at the general meeting in April.
2. All Member 4-H District Council's must pay fees by January 15. If a District 4-H Council's fees are not paid before January 15, of the current year, that District will be ineligible to participate in any Northeast Regional 4-H programs.

Article VII Signing Authorities

Banking signing authorities shall be any two of President, Secretary and Treasurer.

Article VIII Seal of the Society

The Seal of the Society shall be kept in the custody of the President. There must be approval of the Northeast Regional 4-H Council, by motion, to authorize its use. When used, the Seal must be authenticated by the signature of the President. In the case of the President's death or the inability to act, the Vice-President shall sign.

Article IX Borrowing Powers

The Northeast Regional Council cannot borrow money to carry out its objectives.

Article X Remuneration

No officer or member of the Northeast Regional 4-H Council shall receive any remuneration for services except by a vote of the Regional 4-H Council as a whole.

Article XI Financial Review

1. A financial review of the Northeast Regional 4-H Council Treasurer's financial records for the fiscal year from November 1 to October 31 is mandatory. An itemized financial statement for the fiscal year is to be prepared and distributed at the Annual Meeting.
2. The Executive Officers shall appoint one or two people other than the executive to complete the annual financial review.
3. The books and records of the Northeast Regional 4-H Council may be inspected by any member of the Council at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Board shall at all times have access to such books and records.

Article XII Meetings

1. General and special Meetings shall be held when deemed necessary by the Executive Officers. The Annual meeting shall be held in January of each year.
2. Notice of general, annual or special meetings will be given to member District 4-H Councils in writing at least 10 days prior to the meetings.
3. Except for special circumstances declared by the President, general, annual, or special meetings and discussions shall be open to all 4-H members, parents, leaders and other interested community persons, all of whom shall have the right to participate in Regional Council discussions.

Article XIII Quorum and Voting

1. The quorum of all annual, general and special meetings shall be one-third of those eligible to vote. The quorum at executive meetings is 50% of the Board.
2. Members of the Northeast Regional Council Executive and 3 voting representatives from each member District 4-H Council shall be eligible to vote. Voting representatives from each District Council shall be identified at the beginning of each annual, general and special meeting.
3. Voting delegates will vote by the showing of voting cards or by secret ballot whichever is declared by the President.

Article XIV By-laws

The By-Laws of the Northeast Regional 4-H Council and its committees shall be consistent with its Objectives (Article III).

Article XV Amendments

1. The By-laws of the Northeast Regional 4-H Council shall be rescinded, altered or added to by a “Special Resolution” of the members.
2. Amendments to the objectives shall be made only at the Annual Meeting. Members will be sent a written notice at least 30 days prior to a vote on any amendment. A vote by all eligible voters to amend the By-laws requires a 3/4 majority in favor to pass. Approval of the 4-H Branch is also needed.

Article XVI Approval by 4-H Branch - Alberta Agriculture, Food and Rural Development

With the 4-H Branch being responsible for 4-H activity in the Northeast Region, it will be necessary for all Regional programs to receive authorization by representation of the 4-H Branch before being undertaken.

Article XVII Dissolution

The Northeast Regional 4-H Council shall only be dissolved by a 3/4 majority vote of the voting representatives present at any annual, general or special meeting. Funds will be disbursed as recommended by motion at that meeting.

Dated Jan. 25, 2003.